

## **CITY OF BURBANK**

### **HOUSING SPECIALIST**

#### **DEFINITION**

Under direction, to maintain current housing programs; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Screens, interviews, and determines eligibility of rental assistance and property rehabilitation applicants; conducts briefing sessions to explain rental assistance programs; recertifies participant eligibility on expiration of contracts; prepares Vouchers of Family Participation and assists families to locate safe and sanitary housing; determines fair market rents in accordance with HUD guidelines and computes rental rates; negotiates, drafts, and modifies leases and rental agreements between private residence owners and tenants participating in the Section 8 Assisted Housing Program; schedules and conducts informal hearings with tenants who violate program regulations; investigates possible fraud cases; represents programs in contact with program participants, community groups, businesses, and outside agencies; counsels owners on program regulations; responds to inquiries; explains maintenance and repair needs and conditions; resolves landlord-tenant disputes; processes requests for payments to owners; assists property owners to fill out bank credit applications for low interest loans and coordinates processing activities with rehabilitation specialist, bank, and HUD; assists in the implementation of Housing Authority, Redevelopment, and other City projects; assures compliance with program regulations, audit requirements, and other conditions imposed by funding sources; performs quality control audits of completed work; reviews, interprets, and applies federal, state, and local housing laws, rules, and regulations; represents the Housing Authority in small claims and other court cases; becomes familiar with new rental subsidy and affordable housing programs and stays up to date on changes in existing program rules, regulations, policies, and procedures; prepares required reports for HUD and other related government programs; assists senior staff with the development and monitoring of program budgets; supervises, reviews, and evaluates work of assigned staff; trains staff in interviewing techniques, program regulations, and forms; review problem areas and make necessary corrective actions; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – community development program procedures and applicable federal, state, and local laws, rules, and regulations regarding housing program administration, including HUD Section 8 Assisted Housing Program; real estate financing and loan processing; customer service techniques and principles; small claims and municipal courts.
- Skill in – database and spreadsheet software programs; communicating with people of all ages, economic, and cultural backgrounds.
- Ability to – effectively interview and screen program applicants; communicate effectively , both orally and in writing; interpret, explain, and apply laws; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in public administration, planning, or related field OR four years of experience in a Section 8 housing or rehabilitation program.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Bi-lingual (preferably Spanish and/or Armenian).